

**EMORY COLLEGE
EMPLOYEE OF THE YEAR AWARD
NOMINATION FORM**

DEADLINE: FRIDAY, 7/1/19 @ 5 p.m.

The Emory College Employee of the Year (EOY) Award serves to recognize one employee each year for his/her exceptional contribution to Emory College. The winner is selected based on three criteria: job performance, interpersonal skills, and exemplification of the "I am Emory" philosophy.

Eligibility: Any current College regular staff employee with 24 months of continuous service.

(The Chair of the CSC and members of the CSC Employee of the Year selection committee are not eligible.)

Nominations: Any active member of the Emory university community, *this includes staff, faculty, and students*, may nominate candidates.

Nominations must include:

- **Completion of this form.**
- **A letter describing why your nominee deserves the Emory College Employee of the Year award. For the candidate, please elaborate on the following criteria:**
 1. Identify actions employee exhibits that contribute to the "I am Emory" philosophy (i.e. service to the Emory community).
 2. Describe employee's attitude while performing on-the-job tasks.
 3. Provide examples of how employee has provided workable ideas or plans which benefited the department.
 4. Does the employee consistently demonstrate a professional manner through attitude and appearance while on the job? How?
 5. Describe how employee interacts with staff faculty and students.
 6. Has employee volunteered for extra duties and how has this helped the department?
 7. Other comments regarding the nominee's creativity, initiative, and leadership skills would be appreciated.

Optional:

- Current resume for candidate.

Employee's Name: _____ Department: _____

Position: _____ Supervisor: _____

Years of Service at Emory College: _____ Date Submitted: _____

Electronically submit the applications via email: College Staff Consortium Board
(*Hard copies will not be accepted*) cscboard@emory.edu

Should you have any questions, please contact Alan Weinstein, CSC Chair, at aweinst@emory.edu.